



Department of Human Resources & Payroll Services
Personnel Action Forms (PAF) and Electronic Personnel Action Forms (ePAF)
Deadlines FY 2015-2016

To better service our faculty, staff and students please adhere to the new PAF/ePAF due dates listed below. These dates are set to allow adequate processing time for an action to complete the full cycle from the initiating Department, Managers and/or Directors, Finance and HR/Payroll. The life of a PAF cycle normally takes 7 to 10 days. The life of an ePAF cycle takes 5 to 7 days.

As of September 1, 2014, employees are only hired during the 1st – 5th of the month. This allows adequate time to process the employee’s PAF/ePAF, payroll processing, HRIS state reporting and prevents delay of the employee receiving their paycheck. This also allows the employee to complete the necessary new hire forms and gives the employment specialist time to certify documentation. Any exception to this process must be approved in writing by HR Management.

Your assistance in adhering to the deadlines is greatly appreciated. If you have any questions, please contact our office at (713) 313-4246 or (713) 313-4254. Thank you.

*CWS – College Work-study

2015-2016 PAF/ePAF DEADLINE SCHEDULE			
MONTH	PAYROLL TYPES	PAF / ePAF DEADLINE DUE IN HR	PAY DATES
SEPTEMBER	Semi-Monthly (1 – 15)	08/14/2015	09/15/2015
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	08/14/2015	10/01/2015
OCTOBER	Semi-Monthly (1 – 15)	09/18/2015	10/15/2015
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	09/25/2015	11/02/2015
NOVEMBER	Semi-Monthly (1 – 15)	10/20/2015	11/16/2015
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	10/26/2015	12/01/2015
DECEMBER	Semi-Monthly (1 – 15)	11/20/2015	12/15/2015
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	11/25/2015	01/04/2016

MONTH	PAYROLL TYPES	PAF / ePAF DEADLINE	PAY DATES
JANUARY	Semi-Monthly (1 – 15)	12/15/2015	01/15/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	12/15/2015	02/01/2016
FEBRUARY	Semi-Monthly (1 – 15)	01/20/2016	02/16/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	01/25/2016	03/01/2016
MARCH	Semi-Monthly (1 – 15)	02/22/2016	03/15/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	02/25/2016	04/01/2016
APRIL	Semi-Monthly (1 – 15)	03/21/2016	04/15/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	03/25/2016	05/02/2016
MAY	Semi-Monthly (1 – 15)	04/20/2016	05/16/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31)	04/25/2016	06/01/2016
JUNE	Semi-Monthly (1 – 15)	05/20/2016	06/15/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31) * <u>Summer Program Staff</u> are paid on Semi-monthly schedule above	05/25/2016	07/01/2016
JULY	Semi-Monthly (1 – 15)	06/20/2016	07/15/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31) * <u>Summer Program Staff</u> are paid on Semi-monthly schedule above	06/24/2016	08/01/2016
AUGUST	Semi-Monthly (1 – 15)	07/20/2016	08/15/2016
	Monthly – State/Local Students – Hourly/*CWS Semi-Monthly (16 – 30/31) * <u>Summer Program Staff</u> are paid on Semi-monthly schedule above	07/25/2016	09/01/2016